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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

July 1, 1945

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-7

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Field Operations

The Field Representatives of the Special Commodities Branch will be responsible for conducting all Branch activities in their respective areas. They shall carry out special assignments at the request of the Branch and, in addition, they shall perform specific duties as outlined herein.

The delegation of responsibility and the general procedures with respect to field operations are as follows:

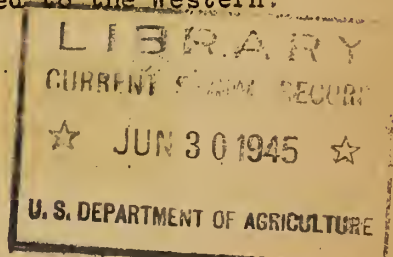
PART I - THE WASHINGTON OFFICE

A. The Chief, Operational Planning and Services Division shall coordinate and supervise all field activities and shall

- (1) issue procedural instructions to the field.
- (2) review and coordinate all operating instructions from the commodity divisions to the field.
- (3) receive and review all communications from the field.
- (4) control fiscal, budget, and personnel operations in the field.

B. The Commodity Divisions

Operational instructions to the field may be issued by Division Chiefs, Order Administrators, and persons officially designated by the Division Chiefs (Refer to SCB Memorandum No. A-4, Part I). The Division Chiefs shall furnish the field representatives with complete, up-to-date information on matters related to field functions, and the Order Administrators shall see that they are furnished with copies of our Orders, Questions and Answers, Summaries, decisions on petitions and appeals, etc. Copies of all correspondence from Washington to any person in the Western Region shall be forwarded to the Western Field Representative.



PART II - FIELD REPRESENTATIVES

A. General

The Field Representatives shall familiarize themselves with the processing, distribution, and marketing conditions of the industries producing Special Commodities in their respective areas to the extent necessary to perform their assigned functions.

B. Order Administration

The Field Representatives shall be familiar with the background, provisions, interpretations, etc., of all Food Orders administered by the Branch. In addition to carrying out special assignments from the Order Administrators, the Field Representatives shall give information and assistance to the industries affected by the Food Orders administered by the Branch.

When apparent violations of food orders administered by this Branch come to the attention of the Field Representative, he shall promptly submit all pertinent information, via air mail or telegraph, to the Chief, Operational Planning and Services Division for action. Field Representatives will be informed as to whether the facts have been referred to the Office of Investigatory Services for investigation and as to the final disposition of the case. Under no circumstances will Field Representatives conduct investigations of violations of War Food Orders.

C. Industry Assistance

The Field Office is the local point of contact between the Branch and the industries producing Special Commodities. Whenever possible, the Field Representative will handle inquiries and assist the industry in solving its problems. However, problems connected with lack of processing facilities, transportation, etc., should be referred to the Washington Office, and labor and manpower problems should be referred to the local Area Production Urgency and Manpower Priorities Committees.

D. Liaison

The Field Office will act as Branch Liaison Representative with other local, state and federal agencies, and in this capacity will keep the Washington Office advised of all developments of interest and of any activities in which we can assist those agencies.

E. Special Assignments

The Commodity Divisions will from time to time issue instructions to the Field Representatives regarding their commodities, and these instructions will have the full force and effect of Special Commodities Branch memoranda.

F. Reports

1. For Administrative Use

The Field Representative shall submit in duplicate (1) a weekly status report of current activities, (2) a weekly itinerary report, showing in detail the travel scheduled for the following two weeks, and (3) any other reports required by the Chief, Operational Planning and Services Division, in his capacity as supervisor of field operations. Such reports shall be addressed to, and prepared in accordance with the instructions of, the Chief, Operational Planning and Services Division.

2. To Regional Directors

The Field Representatives shall supply the Regional Director with such reports or other information as will enable him to keep currently informed of all important developments in his area. Where such information is supplied to the Regional Director, it shall be so noted on the liaison copies forwarded to Washington.

